



## **JOB ANNOUNCEMENT**

The California State Council on Developmental Disabilities (SCDD) is established by state and federal law as an independent state agency. SCDD consists of 29 members appointed by the Governor, with individual and family consumers representing a minimum of 60 percent of the membership, a Headquarters Office and 13 Area Board Offices. Through advocacy, capacity building and systemic change, SCDD and its Area Board Offices and Area Board Members work to achieve a consumer and family-based system of individualized services, supports, and other assistance. The SCDD Area Board Office IV is located in Vallejo, California and serves the counties of Napa, Solano and Sonoma.

<b>POSITION:</b>	<b>Area Board Office IV Executive Director (Exempt)</b>
<b>TIME BASE:</b>	<b>Full-Time</b>
<b>SALARY:</b>	<b>\$4965 – \$5478</b>
<b>LOCATION:</b>	<b>Vallejo, California</b>
<b>DEADLINE:</b>	<b>October 15, 2004</b>

**Duties:** Under the supervision of the SCDD Deputy Director for Area Board Operations, the SCDD Area Board Office Executive Director is responsible for all operational activities of the SCDD Area Board Office and all support services including, but not limited to: Direct supervision of all SCDD Area Board Office staff and administration of the operation of a State office; prepare program, fiscal and outcome reports, develop and maintain records required for multiple funding sources; supervise all staff and oversee personnel matters; and, prepare local Catchment Area reports as required/requested. Conduct local advocacy, capacity building and systemic change activities to implement the State Plan at the local level. Identify and report to the Council local issues with the California developmental disabilities system; collect, analyzing and report pertinent data; prepare recommendations for local action and implement Plans of Action. Identify

ways to improve and increase local services for individuals with developmental disabilities and their families consistent with the State Plan. Provide assistance to the local Area Board appointed members, in setting goals and priorities for the local Catchment area, in preparing Board meeting agendas, Board correspondence, and Board member training.

### **Desired Qualifications:**

Hold a minimum of a Bachelor's degree from an accredited college or university. Prefer graduate degree in a human services field. Minimum two years of experience in the administration of human services programs, including experience in management, program review and planning, and community organization.

Experience in working with public and/or private organizations and agencies serving people with developmental disabilities and the development and implementation of advocacy services. Knowledge of the developmental disabilities services system in California, including relevant statutes, laws and regulations and their impact on people with developmental disabilities and their families.

The ability to effectively work with the SCDD Management and Members, Area Board Members, and community organizations and agencies in the Catchment area. Must have excellent communication, verbal, written skills, and various computer program skills. The ability to work independently with minimal supervision; develop consensus among diverse groups, maintain positive working relationships and work respectfully with and for people with developmental disabilities and their families.

**How To Apply:** Submit Cover Letter, Resume and State Application to:

State Council on Developmental Disabilities  
1507 "21<sup>st</sup>" Street, Suite 210  
Sacramento, CA 95814  
Attention: Cindi LaDue (916) 322-8481

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